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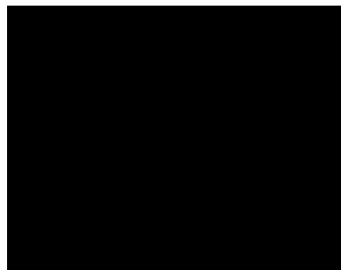
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MEMORANDUM FOR: Chief of Logistics

SUBJECT : Unassigned Personnel

1. A review of the status of personnel assignments in your Office indicates that the following personnel are not now assigned to current T/O positions, and no personnel action requests are on hand to effect their proper assignment.

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Secretary (Stenographer)	GS-5
Administrative Assistant	GS-7
Storekeeper (General)	GS-9 -
Truck Driver (Heavy Duty)	WB-9
Truck Driver (Heavy Duty)	WB-9
Procurement Clerk	GS-4
Property and Supply Officer	GS-11
Clerk Stenographer	GS-3

2. As you will recall, one of the objectives of the recent Classification Survey of your Office was to effect the assignment of all employees to authorized positions for which they were qualified, and thus to achieve an optimum degree of personnel utilization.

3. I feel that sufficient time has elapsed since the approval of your Table of Organization (approved 27 July 1954) that any question as to the proper assignment for each individual listed above should have been resolved. Accordingly, I am requesting that appropriate Personnel Action Requests (SF-52) on each individual be promptly submitted to this Office.

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Harrison G. Reynolds
Assistant Director for Personnel

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